



# Plattsburgh, New York

Desmond J. Racicot  
Police Chief  
Plattsburgh Fire Department  
65 Cornelia Street  
Plattsburgh, NY 12901  
Tel: 518-561-5965  
Fax: 518-561-8236  
citychief@cityofplattsburgh-ny.gov

## MEMO

**TO:** Mayor Donald Kasprzak  
Members of the Common Council

**FROM:** Chief Desmond J. Racicot

**DATE:** April 12, 2012

**RE:** Fire and Ambulance Responses

For this week's period: ~~Wednesday, March 4, 2011~~ <sup>APRIL</sup> to Wednesday, April 11, 2012  
our Department has responded to the following:

<b>Fire Calls</b>	22
	1 gas leak
	8 system activations
	2 MVA
	5 EMS assist
	4 excessive heat
	1 rescue
	1 good intent call
<b>Ambulance Calls</b>	53
<b>Mutual Aid by CVPH</b>	11

# BUILDING INSPECTOR'S COMPLAINT REPORT: 4/10/12

DATE	STREET #	STREET NAME	COMPLAINT	INSP	INSPECTION REPORT	CORRECTION	DATE OF CORRECTION
4/3/2012		HELEN STREET THROUGH WILLIAM STREET	GARBAGE	CB		CORRECTIVE ACTION IN PROCESS	
4/3/2012	36	COUCH ST	GARBAGE, CARS PARKED ON LAWN	CB		CORRECTIVE ACTION IN PROCESS	
4/3/2012	5112	NORTH CATHERINE ST	GARBAGE	CB		CORRECTIVE ACTION IN PROCESS	
4/9/2012		CLINTON ST	GARBAGE	CB		CORRECTIVE ACTION IN PROCESS	
4/9/2012	112	US OVAL, APT. 204	SMOKE DETECTORS AND WINDOWS NOT WORKING	KB		CORRECTIVE ACTION IN PROCESS	

# CITY OF PLATTSBURGH, NY

## STATEMENT OF CASH RECEIPTS

### Department of Public Library

The undersigned hereby certifies that the following is a complete statement of all monies payable to the City of Plattsburgh received by the above mentioned department, or by the undersigned, during the period beginning March 7, 2012 and ending on March 14, 2012 inclusive.

Purpose for which Received		Amount
6124-2450	Commissions	-
6126-2613	Overdue Charges	301.33
6126-2650	Sale of Scrap	-
6126-2655	Minor Sales	118.73
6127-2690	Lost/Damaged Property	-
6127-2705	Gifts and Donations	-
6127-2755	Trust Fund Income	-
6227-2760	CEF Library System	-
6227-2770	Local Grants	-
6330-3840	State Library Aid	-
6330-3842	State Aid	-
	General	420.06
	T&A	10.32
	Sales Tax @ 8% (Minor Sales Only)	-
	<b>TOTAL</b>	<b>430.38</b>

Dated, Plattsburgh, NY: March 15, 2012

Signed by Jamie A. Parrotte, Administrative Assistant

Received of Jamie A. Parrotte the aforesaid amount of:  
Four hundred thirty and 38/100 dollars this 15th day of March 2012.

Richard A. Marks  
Richard A. Marks, City Chamberlain

# CITY OF PLATTSBURGH, NY

## STATEMENT OF CASH RECEIPTS

### Department of Public Library

The undersigned hereby certifies that the following is a complete statement of all monies payable to the City of Plattsburgh received by the above mentioned department, or by the undersigned, during the period beginning March 22, 2012 and ending on March 31, 2012 inclusive.

Purpose for which Received			Amount
6124-2450	Commissions		-
6126-2613	Overdue Charges		398.90
6126-2650	Sale of Scrap		-
6126-2655	Minor Sales		209.41
6127-2690	Lost/Damaged Property		-
6127-2705	Gifts and Donations	(Repas Memorial)	5,000.00
		(Stewart's Foundation)	750.00
6127-2755	Trust Fund Income		-
6227-2760	CEF Library System		-
6227-2770	Local Grants		-
6330-3840	State Library Aid		-
6330-3842	State Aid		-
6440-4090	Federal Aid		-
		General	6,358.31
	Sales Tax @ 8.0%	(Minor Sales Only) T&A	7.94
		<b>TOTAL</b>	<b>6,366.25</b>

Dated, Plattsburgh, NY April 3, 2012

Signed by Jamie A. Parrotte, Administrative Assistant

Received of Jamie A. Parrotte the aforesaid amount of:  
Six thousand three hundred sixty-six and 25/100 dollars this 3rd day of April 2012.

Richard A. Marks  
Richard A. Marks, City Chamberlain

SET\_17\_CPI  
CITY OF PLATTSBURGH  
MISCELLANEOUS CASH  
Date / Time : 04/04/12 16:05  
Payment : \$ 6,358.31  
Receipt # : 204187  
Check/Credit Card #: MULTIPLE  
Clerk : 1427mmil  
Printed By : PLATTSBURGH CITY OF





# Plattsburgh, New York

Kevin R. Farrington, P.E.  
City Engineer

Engineering & Planning Dept.  
41 City Hall Place  
Plattsburgh, New York 12901  
518-563-7730  
Fax: 518-563-3645

April 9, 2012

Mayor Donald Kasprzak  
and  
Members of the Common Council  
41 City Hall Place  
Plattsburgh, N.Y. 12901

**REF: Recommendation of Award for  
"One New 2012 or Newer 1750 GPM  
Pumper," Contract #2012-01**

Dear Mayor Kasprzak & Councilors:

We received and opened bids on Tuesday, February 28, 2012, for Contract# 2012-01, "One New 2012 or Newer 1750 GPM Pumper for Plattsburgh Fire Department." A bid tabulation is attached for reference.

I have reviewed the three bids submitted for this equipment. Therefore, I recommend that a contract be awarded to, **"Tyler Fire Equipment, 703 Erie Street, Elmira, NY 14904,** as follows:

Base Bid:	\$467,317.00
Trade in 1999 Saber Pumper:	- (50,000.00)
Subtotal:	\$417,317.00
Pre-payment:	- (15,113.00)
<b>TOTAL BID PRICE:</b>	<b>\$402,204.00</b>

Sufficient funding is available in Capital Project H5110.32 "2011 Public Service Equipment" Capital Project and the Fire Department Operating Budget.

Very truly yours,

Randal Stone  
Assistant Fire Chief

/dn

Attach.(1)

CC: City Clerk  
City Chamberlain  
Desmond Racicot, Police Chief  
Kevin Farrington, City Engineer

W. A. B. B.

BID OPENING DATE: 2/28/12 10:30

NAME & ADDRESS OF BIDDERS	AMOUNT OF BID	NCBC	SECURITY
Tyler Fire Equipment - 703 Riv. St., Elmira, NY 14904 ALTERATE 429,746 50,000 TRADE	50,000 TRADE 467,317	✓	Bond
Desore Engineering Products LLC, 193 Dingham Shore Mall, Vt.	\$ 422,303 30,000 TRADE	✓	Bond
KYE Fire Apparatus 68 Slusher Rd, Latham, NY 12110	375,821 (4000) INCLUDES TRADE	✓	Bond



# Plattsburgh, New York

Community Development Office  
41 City Hall Place  
Plattsburgh, New York 12901-2936  
518-563-7642  
Fax: 518-563-4208  
hartmannm@cityofplattsburgh-ny.gov

April 11, 2012

Mayor Kasprzak and Common Council  
41 City Hall Place  
Plattsburgh NY 12901

Re: Project HOME 2009-16  
Property Owner: Kristin Watts  
5 Underwood Avenue  
Plattsburgh NY 12901

Dear Mayor and Councilors:

We have reviewed the bids received on April 10, 2012 for rehabilitation work for the above-mentioned project located in the City of Plattsburgh. This project addresses the rehabilitation of a one-family home to include siding, energy efficient windows, plumbing and electrical work and other minor repairs.

Two contractors submitted bids. We recommend that Handy Dan "D" Home Improvements be awarded the contract for \$22,025.00. This project will be funded by the 2009 HOME program.

Thank you for your consideration concerning this rehabilitation project.

Respectfully submitted,

Kenneth M. Primard  
Rehabilitation Specialist

mh  
cc: Files



CITY OF PLATTSBURGH

Community Development Office  
Housing Rehabilitation Program

COST ESTIMATE AND PROPOSAL SUMMARY

Application No. DHCR HOME #16-2009 Property Owner: Kristen LeBlanc  
Property Address: 5 Underwood Ave Plattsburgh NY 12901  
(Street) (City)

Invitations Provided To	Date
1. _____	_____
2. _____	_____
3. _____	_____
5. _____	_____
6. _____	_____

	Contractor Bid Received	Bid Cost	Rehab Specialist Recommendation	
			Accept	Reject
1.	<u>Handy Dan's Home Inc</u>	<u>\$ 22,025<sup>00</sup></u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.	<u>A Metal Construction Corp</u>	<u>\$ 37,670<sup>00</sup></u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3.	_____	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
4.	_____	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
5.	_____	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
6.	_____	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Kristen LeBlanc  
Owner

Kenneth M. [Signature] 4/12/2012  
Date Rehabilitation Specialist Date

Note: Contract award made at time of final City Council action on this rehabilitation case.





**Plattsburgh Police Department**  
45 Pine Street

**Plattsburgh, New York**

518-563-3411  
518-566-9000 (FAX)

DESMOND J. RACICOT  
Chief of Police

April 4, 2012

Mayor Donald M. Kasprzak  
And members of the Common Council  
41 City Hall Place  
Plattsburgh, NY 12901

Gentlemen:

I respectfully request your approval for two police officers to travel to Syracuse NY from April 23, 2012 to April 24, 2012 for "Police Interceptor Ride & Drive Event". This event will give them the chance to test out the new police interceptor vehicle on the road so that they can make a more informed decision about the future of the Plattsburgh Police Department fleet in the future. This travel should not exceed \$396.00, and will be paid out of asset forfeiture (DOJ) funds.

Your consideration in this matter is very much appreciated. If you should have any questions or require additional information, please feel free to contact me.

Respectfully,

Chief Desmond J. Racicot  
Plattsburgh Police Department

DJR/hls



## TRAVEL REQUEST AUTHORIZATION

TO: DEPARTMENT LIAISON COUNCILOR

Permission is hereby requested for:

Of Police Department to travel to Syracuse NY Employee Name(s) \_\_\_\_\_ Location \_\_\_\_\_

For Ford Police Interceptor Ride & Drive

On 4/23-4/24/12 Date (include travel days) \_\_\_\_\_ Conference/Seminar Name \_\_\_\_\_ Hours (include travel days) 9-5

PLEASE ATTACH PROGRAM AND OTHER LITERATURE, AND BACK UP FOR COSTS.

### ESTIMATED COSTS:

Mileage/gas 60-

Hotel 188-

Meals 148

Registration 0

Other 0

PERSONNEL COST (REPLACEMENT, OVERTIME) 0

TOTAL 396-

Department budget code to be expended 13121 (DOJ)

Date 4/10/12

Department Head [Signature]

### AUTHORIZATION:

Pursuant to the authority granted me under The City of Plattsburgh Common Council Resolution dated \_\_\_\_\_, I do hereby authorize the above travel as requested.

Date: \_\_\_\_\_

\_\_\_\_\_  
Councilor/Dept liaison

\_\_\_\_\_  
Mayor

\*Note: This authorization and supporting receipts must be attached to the travel voucher claiming reimbursement for expenses per CC resolution dated February 1989.



# Plattsburgh, New York

Jonathan P. Ruff, P.E.  
Environmental Manager

41 City Hall Place  
Plattsburgh, NY 12901  
Phone: 518-536-7519  
Fax: 518-563-6083  
[ruffj@cityofplattsburgh-ny.gov](mailto:ruffj@cityofplattsburgh-ny.gov)

April 11, 2012

To: Mayor Kasprzak and Members  
Of the Common Council

Fr: Jonathan Ruff

Re: Wastewater Treatment Plant Operator Certification Classes

We have three Wastewater Treatment Plant Operator Trainees who need to attend certification classes. There are four separate classes that they need to take to obtain a 3A certification. The total estimated cost for all three Trainees to take all four classes is \$22,214. The itemized costs are detailed on the attached spreadsheet.

For now, we plan to send them to the first two classes - Basic Operations and Activated Sludge. This will position them to get a 2A certification. With a 2A certification they are still considered Trainees under Civil Service but we will have more flexibility in how we use them to staff the plant.

To reduce the overall cost, we are evaluating other options, including in-house training, for the classes they need for 3A certification.

It is respectfully requested that travel and training be authorized for three Wastewater Treatment Plant Operator Trainees to attend Basic Operations and Activated Sludge certification classes at SUNY Morrisville at an estimated cost of \$13,000. There are sufficient funds available in the WPCP contracted service budget but some internal transfers will need to be made between line items.

Please contact me if you have any questions.

c: Richard Marks  
Dave Powell



**Certification Classes**

	Days	Meal Rate \$/Day	Meals Total \$	Room Rate \$/Day	Room Total \$	Course Fee \$	Books \$	Misc \$	Total \$/Person	Persons #	Total \$
Basic Ops	10	45	450	110	1100	975	150	50	2725	3	8175
Activated Sludge	4	45	180	110	440	500	100	50	1270	3	3810
Grade 3 Super	5	45	225	110	550	550	100	50	1475	3	4425
Basic Lab Procedures	5	45	225	110	550	550	0	50	1375	3	4125
<b>Total:</b>			1080		2640	2575	350	200	6845		20,535

**Transportation**

	PB/Caz Miles R/T	\$/Mile	\$/Trip	Trips	R/T Total \$	Caz/Morr R/T Miles	Trips	Caz/Morr Total \$	Total \$
Basic Ops	500	0.55	275	2	550	23	10	127	677
Activated Sludge	500	0.55	275	1	275	23	4	51	326
Grade 3 Super	500	0.55	275	1	275	23	5	63	338
Basic Lab Procedures	500	0.55	275	1	275	23	5	63	338
<b>Total:</b>					1375			304	1679

Three Trainees Classes: 20,535  
Transportation: 1,679  
**\$ 22,214**

Certification Classes	\$/Person	Persons	\$	Travel	Total \$
Basic Ops	2,725	3	8,175	677	8,852
AS	1,270	3	3,810	326	4,136
			11,985	1,002	12,987
Transportation					
Basic Ops					677
AS					326
					1,002
<b>Total</b>					<b>\$ 13,989</b>



## Plattsburgh, New York

**Jonathan P. Ruff, P.E.**  
**Environmental Manager**

**41 City Hall Place**  
**Plattsburgh, NY 12901**  
**Phone: 518-536-7519**  
**Fax: 518-563-6083**  
[ruffj@cityofplattsburgh-ny.gov](mailto:ruffj@cityofplattsburgh-ny.gov)

April 10, 2012

To: Mayor Kasprzak and Members  
Of the Common Council

Fr: Jonathan Ruff

Re: NYWEA Spring Meeting

NYWEA's Spring meeting is in Buffalo from June 4 – 6, 2012. The topics of the meeting are wet weather issues, green infrastructure, asset/utility management, energy, residuals management, plant operations, and sustainability. I am coordinating the session on Utility Management and will probably moderate it if I'm authorized to attend. The conference will also be an opportunity to meet with other utility managers to continue work on statewide succession planning and other utility management issues.

The attached spreadsheet outlines the estimated costs at \$998. It is respectfully requested that I be authorized to attend.

Please contact me if you have any questions.

<u>Date</u>	<u>Room</u>	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>	<u>Fee</u>	<u>Travel/Misc</u>	<u>Total</u>
6/4/2012	139	8	9	23		300	479
6/5/2012	139	8	9	23	300		479
6/6/2012		8	9	23			40
	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>
Subtotal:	278	24	27	69	300	300	998
<b>Total:</b>							<b>\$ 998</b>

nywea2012 spring.xls  
4/11/2012 11:13